

**GOVERNMENT OF GUYANA – BUREAU OF STATISTICS
JOB DESCRIPTION ---MANAGEMENT**

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|------------------------|---|--|----------------------|----------------|
| POSITION TITLE: | HEAD: POVERTY MEASUREMENTS AND DATA ANALYSIS | <table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; vertical-align: middle;">SALARY SCALE:</td> <td style="width: 50%; text-align: center; vertical-align: middle;">BS - 12</td> </tr> </table> | SALARY SCALE: | BS - 12 |
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| REPORTS TO: | DEPUTY CHIEF STATISTICIAN – ECONOMIC AND RELATED STATISTICS | | | |
| AGREED TO: | | | | |
| APPROVED BY: | | | | |
| DATE EFFECTIVE: | | | | |

1. ACCOUNTABILITY OBJECTIVES:

Manage and lead the research and production of the Country Poverty Assessments Report and in consultation with the Chief Statistician and Deputy Chief Statistician report results and recommendations to policymakers. The conducting of inferential statistics, using modern methods of data analysis and technical writing to report findings and recommendations to key stakeholders or consumers of Poverty statistics.

2. DIMENSIONS OF POSITION:

A. NATURE AND SCOPE:

The Head: Poverty formulates and coordinates poverty measurement policies for the Bureau of Statistics in accordance with Internationally standardized methods and advises the Chief Statistician, Deputy Chief Statistician and Senior Management in these areas. The incumbent is required to consult with the Chief Statistician, Ministry of Finance officials and relevant funding agencies to determine source of funds for budgetary purposes and to coordinate the preparation of annual work plans and budgets.

The Head: Poverty is required to analyze and report on Big Data Sets (eg. Census Data, accumulation of Surveys Data Sets) produced by the Bureau and implement systems to generate real-time data at a large scale on key indicators, relevant to the needs of society.

The Head: Poverty works along with other colleagues, management and the Ministry of Finance in securing future funding for the Living Standards Measurement Surveys (LSMS) and lead the analysis and production of the Country Poverty Assessment Reports.

The Head: Poverty co-ordinates the research & production of the poverty threshold, Multi-dimensional Poverty Index (MPI), Poverty Map, status report on the SDGs, Guyana Human Development Report and other research reports deemed important.

The Head: Poverty liaises with both bilateral and multilateral donor agencies such as the World Bank, UNICEF, UNDP, EU, CDB, CARICOM etc. in supporting data needs and where possible secure finances for various projects in accordance with donor guidelines and those set out by the Government.

The Head: Poverty supervises subordinates Poverty staff and must ensure that adequate data analysis systems and procedures of internal control are in place and that the necessary training is provided to maximize effectiveness. The incumbent must therefore ensure that adequate data handling records are maintained and that all reports are organized and submitted to the Deputy Chief Statistician and others, who are deemed required, for peer review and publication in a timely manner in accordance with the Bureau's mandate to provide accurate and timely statistics to the public.

The Head: Poverty is required to compile monthly and quarterly analytical reports with a view to identifying achievements and highlighting problems that require appropriate action to be taken by the Bureau and/or funding agencies.

B. PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVE: (These statements identify specific activities necessary to attain the overall objective while not precluding the position holder from carrying out other related duties that may be inherent in the position)

Represent the Chief Statistician and Deputy Chief Statistician at meetings relating to poverty related matters, stakeholder engagements, surveys of living condition, preparation of status and annual reports.

Facilitates the data integrity management of the Bureau's datasets and methodologies for analysis relating to poverty and other socioeconomic indicators.

Implements systems of research and survey archiving and the retrieval of methodological documents, upon request.

Coordinates the publication of poverty related reports and papers generated by the unit in a timely manner.

Implements research systems for the accurate accumulation and extraction of pertinent research for the purpose of informing policy level decision making.

Ensures that bilateral relationships between the Bureau and other stakeholders are established and maintained.

Coordinates the monitoring and reporting of SDG Goal 1- to end poverty in all its forms, everywhere.

Assists the Chief Statistician, Deputy Chief Statistician in the preparation on any requested information, on poverty related statistics.

Manages the preparation of annual performance appraisal of staff directly supervised on the basis of their specific contributions in attaining set objectives.

Manages the preparation of annual work program and budget for the Department.

Recommends poverty staff for adequate and appropriate levels of training in the required professional competencies.

Conducts periodical refresher training of the staff directly supervised on the systems of poverty measurements utilized by the Bureau of Statistics.

Ensures that deadlines are kept by the Poverty Measurement and Data Analysis Unit and all research papers and publications are submitted in a timely manner.

Collates inputs from Analysts for submission to Deputy Chief Statistician with regards to the preparation of an annual report on the Department's activities and achievements; coordinates the preparation of other periodic reports as necessary or when requested.

C. PERSONNEL SUPERVISED BY THIS POSITION:

DIRECTLY

Research Data Analyst
Research Analyst
Policy Analyst

D. PRINCIPAL EXTERNAL RELATIONSHIPS: (The incumbent relates to the following external Agencies/functionaries in pursuing accountability objectives)

- Government Ministries/Agencies/Departments, such as Ministry of Finance, Ministry of Housing and Water, Ministry of Health, Ministry of Education, etc.
- International Funding Agencies – IDB, CDB, etc.
- External Researchers, UWI, University of Guyana, etc.

E. QUALIFICATION, KNOWLEDGE and EXPERIENCE:

Recognized Master's Degree in Development and Policy Analysis, Economics, Computer Science, Data Science, Demography, Statistics, Geography or similar discipline.

Plus

At least seven (7) years experience in public policy research, data management and analysis of which five (5) must be at the level of Supervisor. Useful experience would include working in the field of survey and technical writing for publication.

Must be familiar with both income and consumption approaches of measuring poverty.

Must be familiar with the Alkire and Foster method of calculating the Multi-Dimensional Poverty Index (MPI).

Must have advance knowledge of Microsoft Office Suite, with specific emphasis on spreadsheet applications.

Must possess a working knowledge of software statistical packages such as; SPSS, R, STATA, PANDAS, Python, SAAS or similar.